



United States Bankruptcy Court Northern District of Oklahoma

NOTICE

Mandatory Electronic Filing Begins September 1, 2004

On December 1, 2003, the Bankruptcy Court for the Northern District of Oklahoma converted to the Case Management/Electronic Case Files (CM/ECF) system.

Since then, the Clerk's Office has trained approximately 500 attorneys, trustees, and their respective staff. As of April 2004, approximately 200 attorneys, trustees, and creditors are certified and filing documents electronically through the CM/ECF system.

The Court has now determined, because of the reliability and success of the system, that ***effective September 1, 2004, all pleadings filed by attorneys must be filed electronically.***

How to Begin the Process of Filing Electronically

In order to file documents electronically, attorneys must be registered, trained and certified by the Court. CM/ECF certification is a three-step process.

Step 1 – Register

Register for a training session by signing up on-line at www.oknb.uscourts.gov/cmecf/index.htm. A registration form will be electronically mailed to you. Please bring this form with you to training.

Step 2 – Get Trained

Training will be held at the Clerk's office. Classes are approximately 3 hours in length and attorneys will receive 3 CLE credits for attendance.

We encourage attorneys to bring the staff members who will be responsible for filing documents on-line to the training session.

NOTE: If you have been trained and certified on a CM/ECF system in another district, and you do not have a record of negative performance in that district, you may not have to attend training in the Northern District of Oklahoma. **You will be responsible for reading and adhering to the**

Electronic Filing Administrative Procedures. In such a case, you may submit to the Court your signed registration form; list 1-3 courts where you are CM/ECF certified; and a statement that you have read and understand the Electronic Filing Administrative Procedures.

Step 3 – Get Certified

Upon completion of the training class, you will be assigned homework. After you have filed your test documents, call the CM/ECF Help Desk at (918) 699-4072 to obtain certification.

Information on Recommended Hardware & Software Requirements

Recommended hardware and software:

- Pentium III 800MHz PC (or better) running Windows 9x/NT/2000/XP or Macintosh with at least 256 MB of RAM. (512 MB recommended)
- Internet Explorer (IE) 5.5 or Netscape Navigator version 4.7X or 4.8. (Note: Newer browser versions may not yet be compatible with ECF.)
- Adobe Reader version, which is available for download at www.adobe.com.
- Word processing and/or petition software.
- Software to convert documents to Portable Document Format (PDF), such as Adobe Acrobat Writer 4.0 or higher, PDF Factory, PDF995, or any other pdf writer.
- DSL or cable-modem through an Internet service provider.
- A document scanner will be needed if imaging documents, such as exhibits, which do not exist in an electronic format.

Questions?

Questions should be directed to the CM/ECF Help Desk at (918) 699-4072 or via e-mail at cmecf@oknb.uscourts.gov.